



REPLY TO THE
ATTENTION OF

DEPARTMENT OF THE ARMY

104TH AREA SUPPORT GROUP

Unit 20193, Box 0001

APO AE 09165-0001

IMEU-HAN-ZA

25 March 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy (CP) 0-4, Safety

1. REFERENCES.

- a. AR 385-10, The Army Safety Program, 29 Feb 00.
- b. AR 385-40, Accident Reporting and Records, 1 Nov 94.
- c. FM 100-14, Risk Management, 23 Apr 98.

2. PURPOSE. To establish the 104th Area Support Group (ASG) Commander's Safety Policy.

3. APPLICABILITY. This policy applies to all military commands and civilian employees within the 104th ASG area of responsibility (AOR). All organizations attached or physically located within the 104th ASG AOR should follow the intent of this policy.

4. POLICY.

a. Safety is a Commander's program. As such, I am the 104th ASG Safety Officer. Safety performance reflects the quality of leadership in each command; therefore, safety must be integrated into every aspect of our activities. Taking care of people and associated resources is part of the trust and stewardship which is expected of every leader at every level.

b. Commanders, at all levels (brigade, battalion and company), should establish, in writing, their own clearly defined Command Safety Policy which outlines specific safety programs and risk reduction functions with methods to monitor the success of the program. Accident prevention is an inherent function of leadership, and as such, I want you to address your safety policy in the quarterly training briefs and include safety goals in the commander's quarterly training guidance.

c. Commanders and leaders must utilize the five-step Safety Risk Management process outlined in FM 100-14. Identifying and assessing hazards, deciding upon and implementing measures to control the hazard, and finally, evaluating the effectiveness of these controls, should help us continue to improve. In so far as practical, this five-step process should be integrated into all our decisions.

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d. Safety performance is an appropriate rating element for each officer's and noncommissioned officer's evaluation report and civilian's performance appraisal. For those activities involving unusual hazards, it is especially important to document "good" or, if necessary, "not-so-good" safety performance in the rating.

e. Strive to extend your safety leadership influence to off-duty activities. Experience has shown many of our accidental losses occur when our people are not on duty. Off-duty operation of privately owned vehicles consistently produces most of our accidental fatalities.

f. While I am proud of this command's accomplishments, I recognize a strong safety culture is one of many factors which allow us to effectively and efficiently perform our community support mission. Preventing the loss of a single team member or piece of equipment is our number one priority. I challenge everyone to work and make the total 104th ASG environment safe and healthy.

5. This policy memorandum supersedes all previous memoranda, subject as above.

6. The proponent for this command policy is the ASG Safety Office, DSN 322-1470 or email 104safety@104asg.army.mil.



HERMAN WILLIAMS III
COL, MP
Commanding

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